

# **REQUEST FOR APPLICATIONS**

## **Seafood Technology Bureau Intern**

Mississippi Department of Marine Resources  
1141 Bayview Avenue  
Biloxi, Mississippi 39530

Contact: Erin Gallagher [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

## **Introduction**

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking an intern for the Seafood Technology Bureau, Marine Fisheries Office. The intern will assist Seafood Officers with in-field compliance experiments and inspections as well as on-going research projects.

The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes.

## **Scope of Work/Job Duties**

The scope of work/job duties for this position will include:

- Assisting Seafood Officers in conducting in-field compliance experiments, inspections, and on-going research projects;
- Collecting water samples;
- Develop and present alternative learning strategies to stakeholders; and,
- Performing other duties as assigned by the supervisor, Bureau and/or Office Director.

## **Minimum Qualifications**

The minimum qualifications which the MDMR is seeking for this position include:

- **Education:** Applicants must hold or be pursuing a Bachelor’s Degree from an accredited four-year college or university in biology, microbiology, public health, chemistry, botany, coastal or marine science, ecology, environmental biology, environmental resource management (including fish or wildlife management), or any other biological related field. If degree is currently being pursued, the candidate must possess enough hours to be classified as a junior or senior. As part of the application, please submit copies of your transcripts (unofficial copy is acceptable).
- **Experience:** Two (2) years of experience related to the described duties, such as public interactions or scientific curriculum with laboratory experience. Substitution Statement: Related education and related experience may be substituted on an equal basis.
- **Other:** Must possess a valid driver’s license (Mississippi residents must have a Mississippi driver’s license). MDMR will verify the driver’s license.

## **Knowledge, Skills, and Abilities**

Interns should have the following:

- A working knowledge of coastal seafood species.
- A basic knowledge of surrounding coastal systems.
- Excellent speaking and networking skills.
- Ability to interact with diverse audiences.
- Be comfortable presenting to small and large groups of all experience levels.
- The ability to implement multiple project tasks simultaneously.
- Work effectively with others.
- Be familiar with Microsoft Word, Excel, Power Point, and Publisher.

## **Compensation and Hours Worked**

This internship position pays \$10.00 per hour, and is for 40 hours per week. The position is for 10 to 12 weeks, depending upon the intern's school schedule.

## **Instructions for Applying**

- Complete and **sign** the attached Application (all requested information must be completed).
- Attach your resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.
- Attach a copy of your college transcript (an unofficial copy is acceptable).
- Attach a copy of your driver's license.

You may submit your application packet (all the above) in one of three ways:

- Via email to [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov);
- Via U.S. mail, postage prepaid, to:
  - Erin Gallagher, Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Erin Gallagher at the above address.

The **deadline** for receiving applications is **February 23, 2017 at 10:00 a.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR in Biloxi, Mississippi, or by telephone.

### **Questions/Requests for Clarification**

All questions and requests for clarification must be submitted by email to:

**Erin Gallagher, Procurement Director** [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

### **Equal Opportunity Statement**

MDMR will select the vendor for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.